

NEW BUS AIDE TRAINING COMPLETION

NAME _____ Completed Training _____ thru _____

Note: V-video L- lecture

Note: There will be **NO EXCUSED ABSENCES** allowed during the training period.

Note: It is the responsibility of the trainee to turn this form in at the end of the training session. Without this form, you cannot be hired. A duplicate is authorized if the original is lost/misplaced.

Interview

| | | TRAINER | TRAINEE |
|----------------------------------------|---|----------------|----------------|
| ● Background Investigation/Fingerprint | L | _____ | _____ |
| ● Work Priority | L | _____ | _____ |
| ● Absence. | L | _____ | _____ |
| ● Job Description | L | _____ | _____ |

Orientation

| | | TRAINER | TRAINEE |
|-------------------------------------------|-----|----------------|----------------|
| ● School Board policy on drug and alcohol | V | _____ | _____ |
| ● Liability and responsibilities | L | _____ | _____ |
| ● Alcohol & Drug Testing | V/L | _____ | _____ |
| ● Who is liable? | V/L | _____ | _____ |

Safety:

| | | TRAINER | TRAINEE |
|-----------------------------------------------|-----|----------------|----------------|
| ● Sexual Harassment | L | _____ | _____ |
| ● Violence Prevention on School Bus/Hijacking | V/L | _____ | _____ |
| ● Evacuating a School Bus | L | _____ | _____ |
| ● Two-way radio use and procedures. | L | _____ | _____ |

Student Management:

| | | | |
|--------------------------------------------------------------------------------------------------|-----|-------|-------|
| ● DCS | L | _____ | _____ |
| ● Policies for students riding on the school bus. Transportation Safety & Discipline Brochure | L | _____ | _____ |
| ● Handling Parent Contact. | V/L | _____ | _____ |
| ● How to Control Extreme Behavior | V/L | _____ | _____ |
| ● Procedure on preparing student conduct report | L | _____ | _____ |

First Aid:

TRAINER

TRAINEE

- CPR and First Aid for children and adults (Card issued and certification date _____) V/L _____
- Bloodborne Pathogens V _____
- Safety precautions for staff L _____

Video/Lectures:

- Seating Elementary, Middle/High Students L _____
- Introduction To Special Needs V _____
- Loading/Unloading Special Needs V _____

Hands On Training

1. Wheel Chair Loading/Lockdown H/O _____
2. Ride Along With Trainer H/O _____
3. Introduction to Office Staff H/O _____
4. Demonstrate proper radio usage H/O _____
5. Payroll procedures H/O _____

Material Used:

- TN CDL Driver License Manual
- CMCSS Driver Training Manual
- Video Tapes
- VCR
- Wheel Chair
- Television

Note: All trainees will be trained to assist students on Clarksville-Montgomery County School Buses in a safe and professional manner.

Verification of completed training: _____
Fleet Safety and Driver Trainer